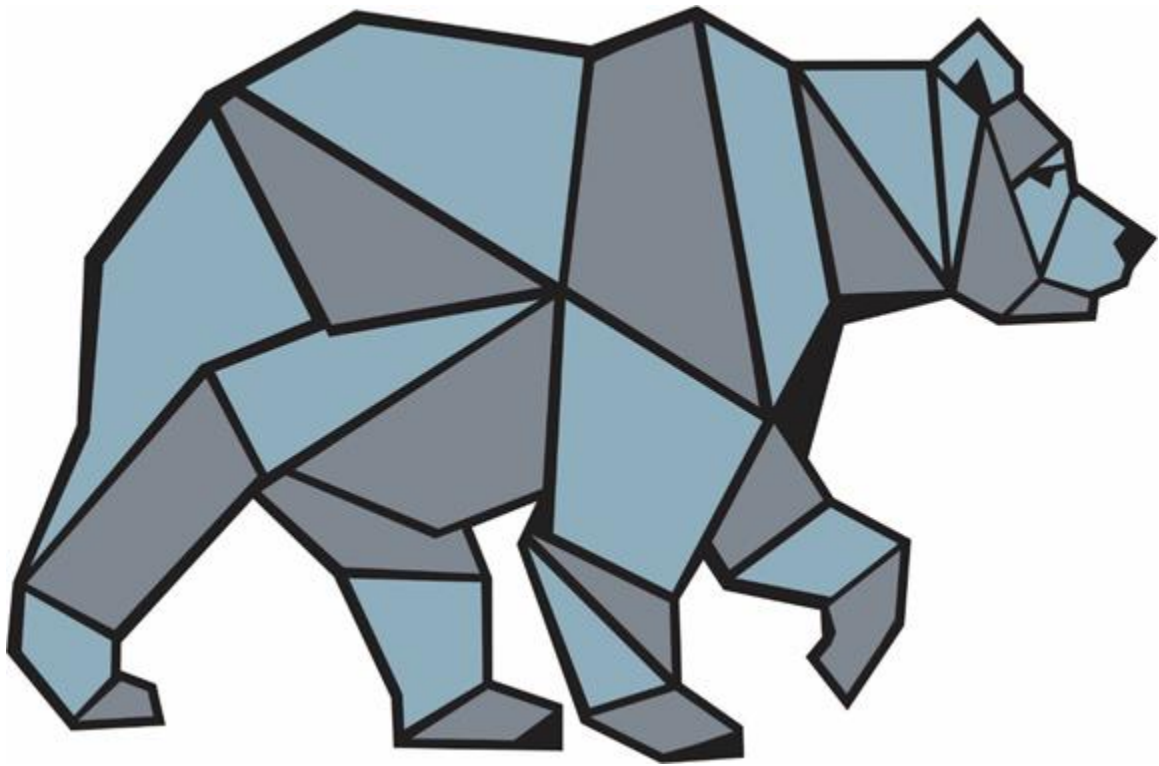


*Silver Valley Elementary  
Student Handbook 2020-  
2021*

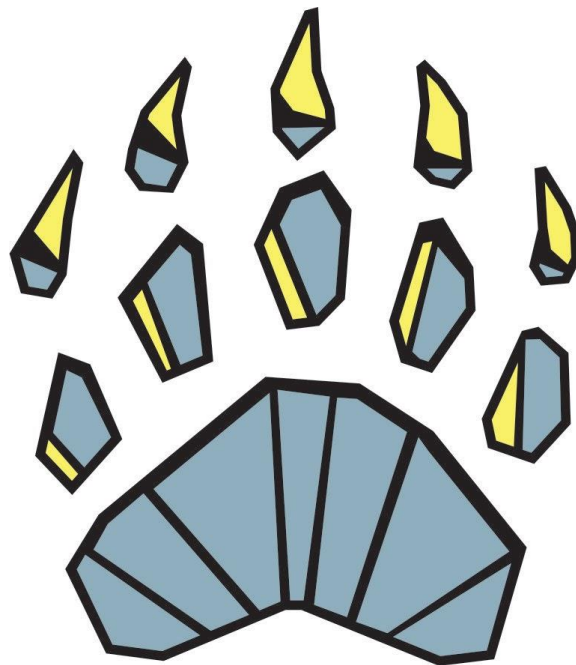


***SVE, where leaders create  
their own silver lining.***



# Mission Statement

*Empower all students with the tools to become resilient 21st century leaders while achieving individual academic and social success. Develop a positive learning community that continuously motivates students to strive for excellence in future college and career achievements.*



# *Silver Valley Elementary Administration*

Allison Carmichael, Principal

Lisa Bushnick, Secretary

Mary Plunk, Registrar

Jessica Kekuna, Front Office Clerk

## **GENERAL INFORMATION**

### **PHONE NUMBERS/WEBSITES**

Office Phone (480) 474-6920

Fax Number (480) 279-2022

Secretary Phone (480) 474-6929

Attendance Phone (480) 474-6921

Transportation (480) 987-5982

District Office (480) 987-5935

District Website: [www.qcusd.org](http://www.qcusd.org)

School Website: [Silver Valley Elementary Website](#)

### **PHYSICAL ADDRESS**

9737 E. Toledo Avenue, Mesa, AZ 85212

### **SCHOOL HOURS**

Office Hours 7:45-4:00

Teacher Work Day 7:30-3:30

Instructional School Day 8:15-2:55

Early Release Schedule 8:15-12:20

Preschool Times Vary

## **PBIS: Positive Behavior Intervention Supports**

SVE teachers and staff are committed to our mission of high academic and social success for all our students. The only way to accomplish our goals is in partnership with our families and students.

*Please see our school rules below.*

Our school expectations are to: **Be Kind, Be Respectful, and Show Integrity.**

Students who model these expectations, a.k.a. Bear Tracks will be reinforced for demonstrating expected behaviors. These may be tools like: praise, Bear Track Tickets, rewards, congratulatory messages, positive recognition, etc..

Students who must be reminded, a.k.a. re-taught expected behaviors prior to any form of consequence. Students who continue to not meet our Bear Tracks, even after having been re-taught, will practice the expectations through a variety of methods in the classroom. Once the teacher has exhausted his/her tools of classroom management and PBIS reinforcement, your student may be served a referral initiating the involvement of the PBIS team to review documents as well as potential causes for lack of adherence to the school rules.

See QCUSD code of conduct for more specific information on egregious behavior protocol.

# Silver Valley Elementary Bear Tracks



Be Kind



Be Respectful



Show Integrity

	Classroom	Hallway	Restroom	Cafeteria	Playground
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Seek first to understand, then to be understood</li> <li>Synergize</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Keep personal space</li> <li>Use "silent heart" or "silent wave" to greet</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Be private</li> <li>Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Seek first to understand, then to be understood</li> <li>Keep the cafeteria green and clean</li> <li>Line up safely</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Seek first to understand, then to be understood</li> <li>Keep the playground green and clean</li> <li>Think Win-Win to solve conflicts</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use an inside voice</li> <li>Actively participate by using PAWS</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use "peace and quiet"</li> <li>Walk</li> <li>Stay in line</li> <li>Walk on right side of hallway</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use an inside voice</li> <li>Flush</li> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use an inside voice</li> <li>Stay in seat</li> <li>Raise hand for help</li> <li>Keep tables and floors clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use equipment properly</li> <li>Share</li> <li>Take turns</li> </ul>
<b>Show integrity</b>	<ul style="list-style-type: none"> <li>Report health and safety problems to teacher</li> <li>Be proactive by coming to class prepared to learn</li> <li>Accept responsibility for your actions</li> <li>Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Keep hallway green and clean</li> <li>Walk with purpose</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Keep restroom green and clean</li> <li>Use water and paper wisely</li> <li>Be timely</li> </ul>	<ul style="list-style-type: none"> <li>Report health and safety problems to cafeteria staff</li> <li>Treat your body well and eat healthy</li> <li>Eat only your own lunch</li> <li>Buy only food for yourself</li> </ul>	<ul style="list-style-type: none"> <li>Report health and safety problems to an adult</li> <li>Follow rules of the games</li> <li>Clean up equipment when done</li> <li>Be Proactive</li> </ul>

# General School Information:

*Please contact your child's teacher for more specific information requests about the classroom*

*or*

*the QCUSD Family Handbook for more information about the district.*

**Students are not allowed on campus until 7:45**

## **School Day**

Classes are in session each day from the first bell at 8:10 a.m. to dismissal at 2:55 p.m. We have a closed campus where students may not leave the school grounds after arriving at school until the end-of-day dismissal. In order to ensure the safety and welfare of our students, those who must leave school during the school day will be released only to a parent, guardian, or an adult listed on the emergency information card on record in the office; and must be signed-out through the office. The parent or guardian must be physically present to sign-out the student. Photo I.D. is required. The sign-out procedure is to ensure your child's safety.

## **Lunch Schedule**

Regular Lunch Schedule				
Grade	EAT	PLAY	CLASS	Total Time
K	9:50	10:15	10:30	
1st	10:20	10:45	11:00	
2nd	10:50	11:15	11:30	
3rd	11:20	11:45	12:00	
4th	11:50	12:15	12:30	
5th	12:20	12:45	1:00	
6th	12:50	1:15	1:30	

## Early Release - Lunch Schedule

Early Release Lunch Schedule				
Grade	EAT	PLAY	CLASS	Total Time
K	8:50	9:15	9:30	
1st	9:20	9:45	10:00	
2nd	9:50	10:15	10:30	
3rd	10:20	10:45	11:00	
4th	10:50	11:15	11:30	
5th	11:20	11:45	12:00	
6th	11:50	12:10		

## Cafeteria Rules

### Be Kind

- Use courteous words
- Seek first to understand, then to be understood
- Keep the cafeteria green and clean
- Line up safely

### Be Respectful

- Keep self to self
- Use an inside voice
- Stay in seat
- Raise hand for help
- Keep tables and floors clean

### Show Integrity

- Report health and safety problems to cafeteria staff
- Treat your body well and eat healthy
- Eat only your own lunch
- Buy only food for yourself

## Classroom Rules

### Be Kind

- Use courteous words
- Seek first to understand, then to be understood
- Synergize

### Be Respectful

- Keep self to self
- Use an inside voice
- Actively Participate by using PAWS

### Show Integrity

- Report health and safety problems to cafeteria staff
- Be proactive by coming to class prepared to learn
- Accept responsibility for your actions
- Do your own work



## **Clubs and Activities**

### Student Council/Leadership

Student Council sponsors student activities, fundraisers and promotes school spirit. Students will meet outside of class time. All Student Council officers and representatives will:

- Follow school rules and policies (Discipline issues will be considered.)
- Maintain good character and citizenship
- Completed the application packet and have been accepted by the sponsor

## **Counseling**

The counselor is available for all students. If a student wants to talk to the counselor they make an appointment with the counselor. A signed consent form will be requested for any student needing extended 1:1 or group counseling services. Appointments will be set so as not to interfere with the student's academic schedule if possible. All attempts will be made to render service as quickly as possible.

Peer mediation is available to students and is encouraged to work through conflicts. Peer mediation may be requested by students and/or staff.

In the case of severe misbehavior the principal will counsel the student and parents will be contacted. The contact may be in the form of a discipline memo requiring a parent signature, a phone call, or a parent conference.

## **Curriculum**

Silver Valley Elementary's curriculum is the master learning model called Beyond Textbooks. The courses offered are those required by the Arizona Department of Education as well as those that the faculty considers necessary for the intellectual growth of our students. Course content is aligned with the Arizona's State Standards, National Common Core and the AzMERIT Assessment Instrument.

## **Emergency Plan**

SVE follows ALICE for lockdown and emergency procedures as do all QCUSD schools. Fire drills occur on a monthly basis. Bus evacuations drills are held twice a year for all students. Lock down drills occur once per semester.

## **Hallway Rules**

### Be Kind

- Use courteous words
- Keep personal Space
- Use silent heart or silent wave to greet

### Be Respectful

- Keep self to self
- Use a "peace and quiet"
- Walk
- Stay in Line
- Walk on the right side of the hallway

### Show Integrity

- Report health and safety problems to cafeteria staff

- Keep hallway green and clean
- Walk with a purpose

## **Library**

The library is open from 7:45-3:30. It is the center for information and research. The collection of books, magazines and audiovisuals is a source of genuine pleasure. Students are encouraged to use the library as much as possible. Students must have a student I.D. in order to check out library books. Students may check out a maximum of two books at a time for a two-week period. Library books may be checked out and/or turned in before school, during lunch, after school, or during class time if the class is in the library.

Students are required to pay a replacement fee for lost or damaged library books. If a student has outstanding books at the end of the year they may not attend specific activities. These activities may include assemblies, yearbook signing activity, and various other activities. Students with overdue books and/or fines are unable to check out books from the library.

## **Lost and Found**

Lost items may be claimed in the lost and found bin located in the library. All unclaimed items are donated to a worthy cause at the end of each quarter.

## **Off Campus Jurisdiction**

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students:

- At any school activity/athletic event (home or away, day or night)
- To and from school or school activities, including bus stops
- In classrooms
- On campus
- On any district property

Could result in disciplinary action, as per Arizona Revised Statutes 13-201.

It is becoming increasingly popular for students to post material on social media websites such as Facebook, Instagram, and Twitter. Please be aware that material posted, either at home or at school, could be viewed as disruptive to the educational environment. This is not limited to the above named sites alone. Material sent via email, text messaging, voicemail or any other electronic means, could be viewed as disruptive to the educational environment. Conduct off campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and before and after school. School authorities may discipline a student for any misconduct while off campus during the times specified above. This information can be referenced in Governing Board Policy JIC.

## **ParentVUE Activation Instructions**

**Welcome to ParentVUE!**

We hope you use the capability that you find here to facilitate your child's education. ParentVUE is a wonderful tool to monitor your child's education. It will provide you with the latest information about your child's attendance and grades. To logon to the website for the first time:

1. Please enter the website name below into the browser. We support either Internet Explorer or Firefox as a browser.
2. On the logon page, click on the link that states "I am a parent".
3. On the following page, click on the Activate My Account link.
4. In the next screen enter the first name, last name and activation key exactly as it appears below.
5. Click on the Go to Step 2 button.
6. The system will prompt you to select your own username and password. The password must have a minimum of 6 characters, and can consist of numbers and letters.
7. Also enter your primary email address. This address will be used to recover your password if you lose it.
8. Click on Complete Account Activation to finish setting up the account.

Parent Teacher Student Organization The PTSO is made up of parents, staff, and community members who take an active role in the school. Contact the school for further information (480) 474-6920.

### **Seasonal Festivities/Celebrations**

In SVE and QCUSD, our primary focus is teaching and learning. With that being said, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities and festivities to celebrate these special times of the year. They do not include student costumes during the school day. These types of events generally take place for a short period of time at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning. Therefore, we ask students and parents to celebrate these activities off campus before or after school.

Each classroom is allowed to choose two 30 minute non-instructional parties per year. All other celebrations will include instructional activities.

### **Personal Property**

Any personal property including instruments (music, toys, electronic etc.) or other materials for classroom use or demonstration is at the risk of the owner. The school is not responsible for personal property brought to campus. Personal toys and playground equipment is prohibited from being on campus at any time.

### **Playground Rules**

All students will be expected to play in a safe and friendly manner at all times on the school playgrounds. We encourage the use of good sportsmanship by everyone. The following rules are to be followed or playground privileges may be removed.

Be Kind

- Use courteous words
- Seek first to understand, then to be understood
- Keep the playground green and clean
- Think Win-Win to solve conflicts

Be Respectful

- Keep self to self
- Use equipment properly
- Share
- Take turns

#### Show Integrity

- Report health and safety problems to an adult
- Follow rules of the games
- Clean up equipment when done
- Be Proactive

### **Product Sales on Campus**

Groups and individuals who wish to sell products on campus must be officially recognized school organizations and must have the sale approved by the principal. All funds collected must be deposited in the school's student funds account.

### **Teacher Assignment**

There will be no teacher assignment changes. Our staff works efficiently to ensure each classroom is staffed with a highly effective teacher. Further, our staff plans with grave detail to ensure all classes are balanced in a variety of categories including but not limited to: academics, gender, special needs, etc.

### **Site Council**

The Site Council is composed of parents, staff, administration and students that take an active role in making decisions for Silver Valley Elementary. The Site Council plays an important role as the voice in our community. Quarterly meeting dates and times will be determined at the beginning of the year. Please get involved and contact the office for further information.

### **Withdrawal from School (Records)**

If it becomes necessary for the student to withdraw from school during the school term, parents should notify the registrar in advance to prepare transfer records. Parents may come to school and make the withdrawal at any time. Having the forwarding address of the new school is very helpful. All school issued books, materials and uniforms must be turned in prior to withdrawal.

# Sillver Valley Elementary Bear Tracks



Be Kind



Be Respectful



Show Integrity

	Classroom	Hallway	Restroom	Cafeteria	Playground
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Seek first to understand, then to be understood</li> <li>Synergize</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Keep personal space</li> <li>Use "silent heart" or "silent wave" to greet</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Be private</li> <li>Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Seek first to understand, then to be understood</li> <li>Keep the cafeteria green and clean</li> <li>Line up safely</li> </ul>	<ul style="list-style-type: none"> <li>Use courteous words</li> <li>Seek first to understand, then to be understood</li> <li>Keep the playground green and clean</li> <li>Think Win-Win to solve conflicts</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use an inside voice</li> <li>Actively participate by using PAWS</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use "peace and quiet"</li> <li>Walk</li> <li>Stay in line</li> <li>Walk on right side of hallway</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use an inside voice</li> <li>Flush</li> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use an inside voice</li> <li>Stay in seat</li> <li>Raise hand for help</li> <li>Keep tables and floors clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Use equipment properly</li> <li>Share</li> <li>Take turns</li> </ul>
<b>Show Integrity</b>	<ul style="list-style-type: none"> <li>Report health and safety problems to teacher</li> <li>Be proactive by coming to class prepared to learn</li> <li>Accept responsibility for your actions</li> <li>Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Keep hallway green and clean</li> <li>Walk with purpose</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Keep restroom green and clean</li> <li>Use water and paper wisely</li> <li>Be timely</li> </ul>	<ul style="list-style-type: none"> <li>Report health and safety problems to cafeteria staff</li> <li>Treat your body well and eat healthy</li> <li>Eat only your own lunch</li> <li>Buy only food for yourself</li> </ul>	<ul style="list-style-type: none"> <li>Report health and safety problems to an adult</li> <li>Follow rules of the games</li> <li>Clean up equipment when done</li> <li>Be Proactive</li> </ul>